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10/14/66

OSA-3962-66

14 October 1966

MEMORANDUM FOR: Assistant Comptroller, OSA

SUBJECT: OSA Materiel Support to OSP

1. Materiel Division, OSA currently provides 25 man hours per week direct support to the Office of Special Projects. About 20 percent of the above hours fall into the overtime category and are associated with supervision of cargo handling at Andrews Air Force Base. Typical tasks performed by Materiel for OSP include:

a. Coordinate all air transport interface with the Air Force.

b. Process all requisitions in support of operational activities.

c. Manifest cargoes and maintain shipment records.

d. Maintain supply records on COMSEC equipment located at Contractor Facilities

e. Prepare and dispatch all notification messages for cargo movement.

f. Act as logistics advisor and liaison with Office of Logistics.

g. Liaison between OSP and Air Force and [redacted] 25X1

h. Coordinate storage of residual and excess OSP project property at [redacted] and maintain appropriate records. 25X1

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2. It is anticipated that the present level of effort will expand over the next six months to require two people on a full time basis.

25X1

[redacted]
Colonel USAF
Deputy for Materiel, OSA

[redacted] let (14 Oct 66) 25X1

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